

Name of Department	SURVEY AND LAND RECORDS DEPARTMENT
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1. Standard Operating Procedure for Applicant

Application for	Survey sketches and survey Records available in survey department (Kerala Map /District Map/Taluk Map)
Mandatory supporting documents required	1.Application form affix with court fees stamp of Rs.5/- 2.Chalan receipt in original /TR -5towards the remittance of fee for the corresponding documents.
Process description	Fees Structure URL: https://dslr.kerala.gov.in/survey-sketch/
Procedure for Fees payment	Chalan/TR-5
Time line for completing the process	within 3 days of receipt of an application
Officers in Charge from Department	C.S.O Technical Assistant
Appellate Authority from department	1. Assistant Director ,C.S.O 2. Deputy Director (Office Section)

2. Standard Operating Procedure for Applicant

Application for	Survey sketches and survey Records available in survey department (Block Map /F.M Sketch Land Register (Re-survey)/ Co relation Statement /Survey Subdivision Area, Litho Map)
Mandatory supporting documents required	1.Application form affix with court fees stamp of Rs.5/- 2.Chalan receipt in original /TR -5towards the remittance of fee for the corresponding documents.
Process description	Fees Structure URL: https://dslr.kerala.gov.in/survey-sketch/
Procedure for Fees payment	Chalan/TR-5

Time line for completing the process	within 5 days of receipt of an application
Officers in Charge from Department	Survey Superintendent in Superintendent office Technical Assistant in Assistant Director Office
Appellate Authority from department	1.Assistant Director ,Survey 2.Joint Director /Deputy Director (Survey)

3. Standard Operating Procedure for Applicant

Application for	Survey sketches and survey Records available in survey department (Old Survey Plan)
Mandatory supporting documents required	1.Application form affix with court fees stamp of Rs.5/- 2.Chalan receipt in original /TR -5towards the remittance of fee for the corresponding documents.
Process description	Fees Structure URL: https://dslr.kerala.gov.in/survey-sketch/
Procedure for Fees payment	Chalan/TR-5
Time line for completing the process	within 7 days of receipt of an application
Officers in Charge from Department	Survey Superintendent in Superintendent office Technical Assistant in Assistant Director Office
Appellate Authority from department	1.Assistant Director ,Survey 2.Joint Director /Deputy Director (Survey)

4. Standard Operating Procedure for Applicant

Application for	TORRENCE LICENCE
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form No-26 2. Chalan receipt in original towards the remittance of fee of Rs.2205/-(Two thousand two hundred and five only), 3. Two passport size photos, 4. Copy of S.S.L.C front page 5. Copy of qualifying certificate.
Process description	<p>Head of Account for Remitting Fees : 0029-00-800-92-other items</p> <p>Fees for License : Rs.2205/-(Two thousand two hundred and five only),</p> <p>Fees Structure ,Application and details URL: https://dslr.kerala.gov.in/torrens-system/</p> <p><u>Renewal of Torrence Licence.</u></p> <p>Renewel fees Rs.1105/- (One thousand one hundred and five only),</p> <p>Application form URL: https://dslr.kerala.gov.in/torrens-system/</p>
Procedure for Fees payment	Chalan
Time line for completing the process	10 days
Key Contact Person from department	<p>Deputy Director-I, Survey Directorate, Vazhuthacaud, Thiruvananthapuram, Ph : 04712313734, dydir1-tvm.syr@kerala.gov.in</p>